

# Tacoma Community College

## RE-ENROLLMENT FOLLOWING ACADEMIC SUSPENSION

Before you can register for classes following academic suspension, you are required to complete this form. You must do this no later than one week before the first day of classes for the quarter in which you want to return to TCC.

### 1. Completing the Form

- Schedule an appointment with the Advising Center, Bldg 7, by calling 253.566.6091 or by going online at <https://www.tacomacc.edu/academics-programs/academic-support/advising>
- Before your appointment, complete the first page of the form on your own.
- Complete the second page of the form when you meet with your advisor. The advisor will help you choose the classes you need and update your personal information (address, phone number, etc.) in your Student Center.
- Sign the bottom of the last page with your advisor.

### 2. Submit the COMPLETED Form for Final Approval

- **Advisors:** Email the completed form to Rachel Brown in the Student Affairs Administration office at [rbrown@tacomacc.edu](mailto:rbrown@tacomacc.edu). Please CC the student on this email.
- The Dean of Enrollment and Student Success, or designee, will review your form and any other information that applies and do one of the following:
  - a. Permit you to register according to the class schedule you have proposed in your petition, OR
  - b. Impose special conditions before allowing you to re-enroll.

After you have been re-enrolled at TCC following an academic suspension, you must raise your quarterly grade point average to 2.00 or higher during the first quarter in which you are enrolled for 6 or more credits. If you do not, you will be suspended for three consecutive quarters.

If you have any questions, please email Rachel Brown in the Student Affairs Administration office at [rbrown@tacomacc.edu](mailto:rbrown@tacomacc.edu).

**Tacoma Community College**  
**RE-ENROLLMENT FOLLOWING**  
**ACADEMIC SUSPENSION**

**TO BE COMPLETED BY THE STUDENT**

Student Name	Student ID Number
Phone Number	Email Address
Requesting Re Enrollment for:	Summer 20____ Fall 20____ Winter 20____ Spring 20____

1. Why do you believe your grade point average (GPA) was below 2.0 when you were previously enrolled at Tacoma Community College?
  
  
  
  
  
  
  
  
  
  
2. What factors in your life will be different and enable you to earn better grades if you re-enroll at Tacoma Community College?
  
  
  
  
  
  
  
  
  
  
3. What are your short term (one quarter to one year) educational goals?

## TO BE COMPLETED WITH AN ADVISOR

4. What is your proposed class schedule for the coming quarter?

Class	Credits	Time	Instructor

5. What additional classes do you feel you need to take in order to achieve your short term educational goals?

Advisor's Comments/Recommendations:

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please submit completed form to [rbrown@tacomacc.edu](mailto:rbrown@tacomacc.edu)